

21 December 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 20-30-2 (Revised)

SUBJECT : Processing Requests for Leave Without Pay

REFERENCES: (a)
(b)

[Redacted]

RESCISSION: OPM 20-30-2, dtd 8 October 1969

1. The following responsibilities and procedures are set forth to supplement the policy cited in references for processing employee requests for leave without pay (LWOP).

2. RESPONSIBILITIES:

a. The component Personnel Officer will complete Form 1152, Request for Personnel Action, on a timely basis to insure that it reaches the Office of Personnel Mailroom, 5 E 13 at least two weeks in advance of the employee's exit-processing date. In those situations when it is impossible to provide a reasonable lead time of advance notice of LWOP, component Personnel Officers should call Professional Placement Branch (PPB/SPD) to make arrangements for obtaining appropriate signatures on the Form 1152.

b. Component Personnel Officers are responsible for insuring that a memorandum citing the reason for the LWOP, signed by the employee, is attached to the Form 1152. "Personal reasons" will not be considered a valid reason. A doctor's certificate should be attached to the 1152 when the request is based on medical reasons.

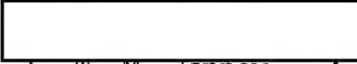
c. PPB Placement Officers are responsible for reviewing the Form 1152 to make certain that the reason cited is in accordance with [Redacted]

d. The Personal Affairs Branch, Benefits and Services Division, is responsible for the exit-processing of employees in accordance with [Redacted] PAB will not exit-process an employee for LWOP without a Form 1152 which has been signed by a PPB Placement Officer.

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e. To assure that the return to duty from LWOP is prompt and orderly, 30 days advance notification should be provided PPB. (The expected return to duty date in an employee's memorandum does not suffice to initiate requests for Security clearances.) The employee's written or oral communication concerning the return to duty date should be transmitted immediately to OP/SPD/PPB so that Security clearance procedures may be initiated. The Personnel Action may follow later, being sent to the OP Mail Room. If a component does not hear from an employee by 45 days prior to the expiration of LWOP, the component Personnel Officer is responsible for contacting the employee to determine the return to duty date and for notifying PPB. By doing so, much of the unnecessary confusion and delay caused by last-minute requests to return to duty can be avoided.


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Director of Personnel

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